

Instructions for getting started with STEERS:

Getting an account, the SPA Agreement, and Tier II Core Data Application

Online method to get CN, RN and/or TXT2 numbers

STEERS is the State of Texas Environmental Electronic Reporting System. STEERS has the Tier II Core Data application in ePermits that is used to produce TXT2, RN or CN numbers.

What are CN, RN and TXT2 numbers?

Customer Reference Numbers (CN) and Regulated Entity Reference Numbers (RN) are required agency numbers used to identify customers and regulated locations. The TCEQ Central Registry (CR) is the centralized location where information is stored.

Customer Reference Number (CN) - a unique 11-digit customer identification number (e.g. CN123456789). Each Customer should have only one CN based upon their official business name.

Regulated Entity Reference Number (RN) - a unique 11-digit facility or site identification number (e.g. RN123456789). Each Regulated Entity should have only one RN number per location unless their activity is in a program with a stand-alone designation.

TXT2 Number – the Program Area ID for the Tier II - In contrast to the agency numbers (CNs and RNs), the Tier II Program has a unique identification number issued to each customer.

How to check for CN, RN and TXT2 numbers

TXT2 Number - If you already have a TXT2 Number from previous filing, use that number for future reporting years. The number can be found in the Tier2 Submit software on the “States Fields” tab. Contact the Tier II Program for more information (512-239-5060). TXT2 numbers are not searchable in Central Registry due to confidentiality.

CN or RN Numbers – Search the Central Registry Database: <http://www15.tceq.texas.gov/crpub/>

Note: CN and RN numbers associated ONLY with the Tier II Program are not searchable due to confidentiality of the data.

Added a facility? Check to see if the previous owner had an RN number; if so, the RN number will stay the same.

Search the Central Registry Database: <http://www15.tceq.texas.gov/crpub/>

CR Query

Welcome to the TCEQ Central Registry Query. This application will allow you to search for basic information on many of the facilities, organizations, and people our agency regulates.

Customer Search - Search for a business, governmental body, association, individual, or other entity that owns, operates, is responsible for, or is affiliated with a regulated entity.

Regulated Entity Search - Search for a person, organization, place, or thing that is of environmental interest to the TCEQ, where regulatory activities or interest to us occur or have occurred in the past.

Program ID Search - Search for a regulated entity by the permit, registration, or other ID number issued by TCEQ program areas.

Document Search - Search for Documents; IHW Notice Of Registration, PST Registration Certificate and PST Certificate of Delivery.

Use the
“Customer
Search” or
“Regulated Entity
Search” to find
CN and RN
numbers

How to Use STEERS

Before you can get your CN, RN or TXT2 Number online you must complete the three steps below. These steps are necessary for setting up an account. After you receive your STEERS account, you select and set up the Tier II Core Data Application. The STEERS Participation agreement allows you so sign documents for the application online.

Outline of steps to use STEERS:

1. **Set up a STEERS account.** Accounts are assigned to individuals not companies.
2. **Select and Set up the Tier II Core Data Application**
3. **Sign the STEERS Participation Agreement (SPA)**

Step 1 – Set up a STEERS Account

You must have a STEERS Electronic Reporting (ER) account number and password to use the Tier II Core Data Application in ePermits. STEERS accounts are issued to an individual and not an organization; any individual needing to access STEERS will need their own account.

1. Access STEERS at <https://www3.tceq.texas.gov/steers/> using your web browser.
2. Click on I need “to create a new account”.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Questions or Comments >>

TCEQ Home

Welcome to STEERS, the State of Texas
Environmental Electronic Reporting System.

Here is what you can do online in STEERS:

e-Permits\Registration:

- » Aggregate Production Operations Registration
- » Air New Source Review Registrations
- » CAFO General Permit
- » Concrete Batch Plants General Permit
- » Municipal Solid Waste Notifications
- » Pesticide General Permit
- » Petroleum Storage Tank (PST) Self-Certifications
- » Storm Water General Permits (Construction & Multi-Sector)
- » Tier II Core Data

e-Reporting:

Enter STEERS:

ER Account Number: (ER + 6 digits)

Password:

Login

I need:

- my password
- to create a new account
- to authorize another user's account


Find Out When STEERS Will Be Offline

We do our best to ensure that STEERS is online when you need it.


3. Read through the welcome information screen. Click on “Create New Account” at the bottom of the page to start creating the new account or “Exit Application” to cancel.

Create New Account Exit Application

4. Enter your information. All fields with a red asterisk are required. You must provide the first and last name, company, title, phone number, email address, and a mailing address. Press "Next" at the bottom of the screen to continue or "Exit Application" to cancel.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY		Help >> Contact Us >> Logout >>
Applicant Information		13:48
		
Please enter the applicant's information below and press Next button to continue. All fields marked with * are required.		
Applicant Name		
First Name:*	<input type="text"/>	
Middle Initial:	<input type="text"/>	
Last Name:*	<input type="text"/>	
Suffix:	<input type="text"/> (Name suffix if applicable.)	
Company Information		
Company Name:*	<input type="text"/> (Applicant's company.)	
Title:*	<input type="text"/> (Applicant's title.)	
Contact Information		

5. Review the information and click next to create your account.

Review Applicant Data
Please review the applicant's information below. The data you entered has been validated and formatted to remove special characters. You may choose to change the data, continue account creation, or exit the application.
 Click Next button to create your account. This process may take a couple of minutes, so please do not click the button more than once on this page.
Name: Shelly Shellshell
Company Name: SHELL CO
Title: OWNER
Email Address: shellshell@gmail.com
Phone Number: 512-512-5122
Mailing Address: 12100 PARK 35 CIRCLE AUSTIN TX 78753
<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Exit Application"/>

Notes:

If there are errors in the information you will see error messages on the form. If there are no errors you will see a review page. Verify that the information is correct. Press "Previous" to change the information, "Next" to continue if it is correct, or "Exit Application" to cancel.

STEERS will check that the account information entered does not match an existing or archived account. Duplicates checks are done for the email address and last name.

If the email address and last name are already being used by another account, you must contact STEERS for assistance at 512-239-6925 or steers@tceq.texas.gov.

If duplicates were found for the last name and an account already exists for the applicant, the account holder should log in to STEERS to update the account. If the account holder has forgotten the account password and the email address for the account holder has changed, contact STEERS for assistance at 512-239-6925 or steers@tceq.texas.gov.

If duplicates were found for the last name and none of the accounts were held by the applicant, press "Next" to create the new account or "Exit Application" to cancel.

- The new probationary account will be created. An account number beginning with “ER” and verification link will be sent to the applicant's email address. The SPA will need to be signed to take the account out of probationary status (Step 3).
- Select five security questions and provide answers for your account. You will be asked one of these questions every time you log into STEERS.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Help >> Contact Us >> Logout >>

STEERS Account Security Question Update User: ER050631 14:19

STEERS

An email with the new account number and a verification key was sent to you. You do not need the email until you have finished setting up your account. It will be used to set your account password and log into STEERS for the first time. To finish setting up your account, please select your security questions below and then add the program access that you need on the next page.

Set STEERS ER050631 Account Security Questions

In order to increase STEERS security, we are implementing a multi-factor verification system which requires 5 security questions. Please select and answer the following security questions. Answers must be between 3 and 20 characters. A * indicates an answered question on your account. If you wish to keep the current answer, leave the answer box blank.

Question 1: - Select a Question - Answer 1:

Question 2: - Select a Question - Answer 2:

Question 3: - Select a Question - Answer 3:

Question 4: - Select a Question - Answer 4:

Question 5: - Select a Question - Answer 5:

Save

Note: The account will be in probationary status until you sign the STEERS Participation Agreement (SPA). This is done when you add a program area, such as Tier II Core Data, which is described in the next section.

Step 2 – Select and Set up the Tier II Core Data Application

After creating a STEERS account you will need to select and set up the Tier II Core Data Application. The application can be found under the “My Account” tab after logging into STEERS.

Help >> Contact Us >> Logout >>

My Account Submissions Activity STEERS Home

- Under “STEERS Access” select “Tier II Core Data” from the dropdown box that says “Select Program to add or modify” and select “Go”.

STEERS Access

Select STEERS Program to Add or Modify:

Go

- Aggregate Production Operations Registration (EPR_APO)
- Air Emissions and Maintenance Events (AEME)
- Air New Source Review (EPR_NSR)
- Annual Emissions Inventory Report (AEIR)
- CAFO General Permit (EPR_CAFO)
- Concrete Batch Plants General Permit (EPR_TXG11)
- Discharge Monitoring Report (DMR)
- Emissions Banking and Trading (EBT)
- Industrial and Hazardous Waste (IHW)
- Municipal Solid Waste (MSW)
- Municipal Solid Waste Notifications (EPR_MSW)
- Occupational Licensing Computer Based Testing (CBT)
- Pesticide General Permit (EPR_PESTGP)
- Petroleum Storage Tank (PST)
- Pollution Prevention Planning (P2PLAN)
- Public Drinking Water - Laboratories (PDWLAB)
- Public Drinking Water - Systems (PDWSYS)
- Storm Water General Permits (EPR_SW)
- Tier II Core Data (EPR_TIERII)
- Training Rosters Online Submittal (TROLS)

2. **Tier II Core Data Access:** On this page select “Program Status” access type and information on “Authorization” – see detailed information for this on #3, 4 and 5.

Tier II Core Data Access User: ER001594

Program Status

Current Status: No Access

Access Type: ** Pick Role **

Authorization

Select the appropriate relationship and authorization statement below.

What is the best description of your employer's relationship to the facility or facilities?

- ☐ The Facility
- ☐ Parent Company
- ☐ Other

Who is authorizing the access?(Select one of the following)

☐ I, Shelly Shellshell, am applying for a read, edit, or preparer role and no specific company authorization is required.

-OR-

☐ I, Shelly Shellshell, am applying for a sign and submit role and have the authority to enter into this Agreement for the Company under the applicable standards referred to in 40 CFR 370.42(a).

☐ I, Shelly Shellshell, am applying for a sign and submit role and am authorized by the person below who does have the authority to enter into this Agreement for the Company under the applicable standards referred to in 40 CFR 370.42(a).

Authority: (Name of authorizing authority)

Title: (Title of authorizing authority)

Company: (Authorizing company)

Phone: (999-999-9999)

Does not have authority to sign (points to the first radio button option)

Has authority to sign (points to the second and third radio button options)

Add Access **Cancel**

3. **Program Status:** Select the Access Type.

To get CN, RN, and TXT2 numbers the online application will have to be filled out and signed.

- If you will be signing the application be sure to select “Tier II ePermits Sign”.
- If you are reading, editing or preparing it for someone else and they will be signing the application, select one of the other options that fits best: Read Only, Edit, or Preparer.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY Help >> Contact Us >> Logout >>

Paper SPA **E-sign SPA** **Account Summary**

Tier II Core Data Access User: ER050631 11:54

Program Status

Current Status: No Access

Access Type: ** Pick Role **

- Tier II ePermits Read Only - view only
- Tier II ePermits Edit - view, create, delete, modify, and pay
- Tier II ePermits Preparer - view, create, delete, modify, and submit
- Tier II ePermits Sign - view, create, delete, modify, sign, and submit

Authorization

Select the appropriate relationship and

What is the best description of your employer's relationship to the facility or facilities?

- ☐ The Facility

Select this role to be able to sign (points to the Tier II ePermits Sign option in the dropdown menu)

4. **Authorization:** Select the appropriate relationship to the facility: Facility, Parent Company, or Other.

If "other" is chosen, then "c" is the option for authorization

Authorization
Select the appropriate relationship and authorization statement below.
What is the best description of your employer's relationship to the facility or facilities?
☐ The Facility
☐ Parent Company
☐ Other

5. **Authorization:** Select Who is authorizing the access:

Who is authorizing the access?(Select one of the following)
☐ a. I, Shelly Shellshell, am applying for a read, edit, or preparer role and no specific company authorization is required.
-OR-
☐ b. I, Shelly Shellshell, am applying for a sign and submit role and have the authority to enter into this Agreement for the Company under the applicable standards referred to in 40 CFR 370.42(a).
☐ c. I, Shelly Shellshell, am applying for a sign and submit role and am authorized by the person below who does have the authority to enter into this Agreement for the Company under the applicable standards referred to in 40 CFR 370.42(a).
Authority: (Name of authorizing authority)
Title: (Title of authorizing authority)
Company: (Authorizing company)
Phone: (999-999-9999)

Add Access Cancel

Note: § 370.42(a) refers to the owner/operator or the officially designated representative of the owner or operator.

- Choose the first statement if you chose a "Read Only", "Edit", or "Preparer" access type. You will not be able to sign and submit the application.
- Choose the second statement if you have a "Sign" role for "Access Type" and have authority to sign to sign and submit the application.
- Choose the third statement if you have a "Sign" role for "Access Type" and someone else is authorizing access. Provide the name, title, company name, and phone number of the authorizing person. After the account holder signs the STEERS Participation Agreement (SPA) in Step 3, the authorizing authority will also need to sign.

Step 3 – Sign the STEERS Participation Agreement (SPA)

To use STEERS to get your CN, RN or TXT2 number, you must fill out and submit a STEERS Participation Agreement (SPA) before you can fully access the STEERS application. The SPA may be either printed, signed, and mailed or signed electronically (if you have a class C Texas Driver's License).

- Access STEERS at <https://www3.tceq.texas.gov/steers/> and enter your ER Account number and password.
- Answer your account security question.

- Fill out the SPA. You can choose to fill out a paper SPA or to E-sign it. The STEERS menu should have links to both options.



Note: If you are applying for a sign and submit role and are authorized by someone who has the authority to enter into this Agreement for the Company, signatures from both you and the authorizer will be required on the SPA. If the authorizer has a valid Texas Class C Driver's License, they can e-Sign electronically by clicking on "I need...to authorize another user's account" on the STEERS Login screen. Otherwise, a paper SPA must be submitted.

The Paper SPA is printed and mailed in, so the processing time is longer. This option does not require information from your driver's license. If you do not have a Texas Driver's license you must submit a paper SPA.

- Click "Generate Your SPA", print it using your browser's print button, sign it, and mail it to STEERS using the mailing address included on the SPA.

The E-sign SPA can be done electronically, but requires a class C Texas Driver's License.

- You will need to enter your TDL number and TDL Audit Number. The TDL Audit number is the number labeled "DD" at the bottom of the driver's license.

Note: If the account owner's TDL has been renewed or changed in the past 6 weeks, the TDL record may be locked and unavailable for electronic verification. If this occurs you can submit a paper SPA.

4. If someone else is authorizing your access, the person authorizing the access now needs to either send in a paper SPA or sign electronically using their Texas Driver's license. Follow the directions for the paper SPA in the previous step.

If they wish to sign electronically, they can follow the directions in the email that will be automatically sent to you, the account holder, from STEERS after you sign the SPA.

The authorizing authority will need to go to the STEERS homepage and select I need: "to authorize another's user account".

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY Questions or Comments >> TCEQ Home

Welcome to STEERS Test, the State of Texas
Environmental Electronic Reporting System.

Here is what you can do online in STEERS:

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- » Concrete Batch Plants General Permit
- » Municipal Solid Waste Notifications
- » Pesticide General Permit
- » Petroleum Storage Tank (PST) Self-Certifications
- » Storm Water General Permits (Construction & Multi-Sector)
- » Tier II Core Data

e-Reporting:

- » Annual Emissions Inventory Report (AEIR)
- » Air Emissions & Maintenance Events (AEME) Reporting
- » Emissions Banking and Trading (EBT)
- » Industrial & Hazardous Waste (IHW) NOR and Summaries
- » Municipal Solid Waste (MSW) Reporting
- » Pollution Prevention Planning (P2PLAN) Reporting
- » Public Drinking Water (PDW)
- » Training Roster Online Submittal (TROLS)

See [details of what you can do](#).

This is STEERS version 6.0.

Enter STEERS:

ER Account Number: (ER + 6 digits)

Password:

I need:

- [my password](#)
- [to create a new account](#)
- [to authorize another user's account](#)

Find Out When STEERS Will Be Offline

We do our best to ensure that STEERS is online when you need it. But for upgrades, security measures, and other maintenance, we must bring STEERS or one of its modules offline. We cannot predict emergency outages, but for scheduled downtimes, see our [STEERS maintenance schedule](#).

Ensure they use the same information you entered for their name, title, company, and phone number. They will also need the account holder's ER Account number.

Authorize Account Access with Texas Drivers License

To authorize a STEERS account:

- You must have a current Class C Texas Drivers License that has not changed in the past 6 weeks. The Department of Public Safety locks records after licenses are updated.
- You must have the account number for which you want to sign. The account must currently be active, unlocked and signed by the account owner.
- You will need to enter your name, company, and title the same as the person did when setting up or updating the account.
- Only one valid signature attempt for a single account may be made 15-minute interval.
- A STEERS account is owned by an individual and not a company.

Note: To sign for your own STEERS account, you must log into STEERS.

Authorize A STEERS Account

All fields are required. **Note:** The account you want to authorize must be active and unlocked before you can sign.

ER Account: ER account to authorize.

First Name: Your first name.

Last Name: Your last name.

Company Name: Enter one keyword.

Title: Enter one keyword.

5. Once the signature(s) is/are verified either electronically or by mail, the "Account Status" should be "Active-unlocked" on the STEERS "Account Summary" page.

Examples of SPA Agreement Signatures

Electronic

Sign Electronically with Your Texas Drivers License (TDL)
All fields are required. TCEQ will not save confidential data such as TDL, audit number, birthday, and partial social security number.

First Name:

Your first name as it appears on your TDL.

Last Name:

Your last name as it appears on your TDL.

Company Name:

Title:

TDL Number:

8 to 10-digit number

TDL Audit Number:

The 11-, 16- or 20- digit number on your license.

SSN:

Last 4 digits only

Date of Birth:

mm/dd/yyyy

☐ I, Shelly Shellshell, have the authority to enter into this Agreement for SHELL CO under the applicable standards listed below.

☐ I, Shelly Shellshell, certify that I am signing this document with my personal Texas Driver's License information.

**Signature verification can take several minutes.
Please do not press the E-sign button more than once.**

Signature Authority Standards:

Tier II Core Data (EPR_TIERII)
see 40 CFR 370.42(a)

Paper

I, Shelly Shellshell, have the authority to enter into this Agreement for SHELL CO under the applicable standards listed below.

Signature of Account Holder
OWNER
Title



Shelly Shellshell
Printed Name
SHELL CO
Company Name

Date
TCEQ CN
(if known)

Signature Authority Standards:

Tier II Core Data (EPR_TIERII)
see 40 CFR 370.42(a)

Example of SPA Agreement

 TEXAS COMMISSION ON ENVIRONMENTAL QUALITY		Help >> Contact Us >> Logout >>		
		E-sign SPA Account Summary		
STEERS Participation Agreement - New Account		User: ER001594	May 01, 2017	
		14:03		
				
<p>To sign your STEERS Participation Agreement (SPA) electronically with a valid Class C Texas Drivers License (TDL), press E-Sign SPA above. Otherwise, please print the SPA using your browser's print button and mail it to the STEERS team. In order to meet legal requirements, STEERS cannot accept a faxed SPA and ALL signature blocks of the mailed SPA must contain original, ink signatures.</p>				
Mail SPA to STEERS:	Mailing Address TCEQ STEERS MC226 PO BOX 13087 Austin, TX 78711-3087	Physical Address TCEQ STEERS MC226 12100 Park 35 Cir Austin, TX 78753		
Note: We recommend you do not send the SPA via Certified Mail as it is routed through another agency and takes more time to reach STEERS staff.				
Account Information				
Account:	ER001594			
Name:	Shelly Shellshell			
Company:	SHELL CO			
Title:	OWNER			
Email:	shellshell@gmail.com			
Phone:	512-512-5122			
Address:	12100 PARK 35 CIRCLE AUSTIN, TX 78753			
I am applying to read, edit, prepare, and/or sign and submit information electronically for the sites below:				
Tier II Core Data				
Access	Site Relationship	Authorized By	Status	Last Modified
Tier II ePermits Sign	Parent Company	Self	Probation	05/01/2017

As an account holder, I agree

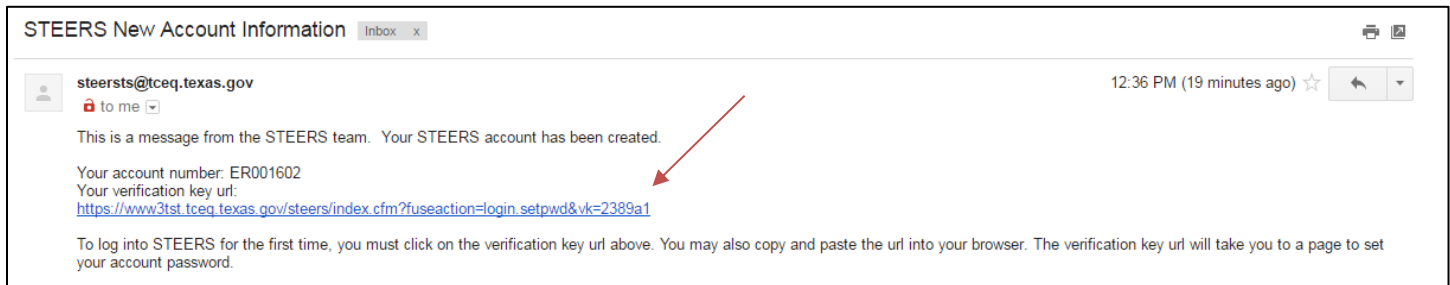
1. to protect my password from use by anyone except me, to maintain the secrecy of my password by not revealing it to anyone else, and to change it if I believe it becomes known to any other person;
2. to report to the TCEQ STEERS help line, within twenty-four (24) hours of discovery, any evidence of the loss, theft, or other compromise of my user account or password;
3. to notify the TCEQ STEERS help line if I cease to represent any of the sites named above as soon as this change in relationship occurs;
4. and understand that I will be held as legally bound, obligated, or responsible for any electronic signature using my account and password as I would be using my hand-written signature, and that legal action can be taken against me based on the use of my account and password in signing and submitting an electronic document to the TCEQ;
5. to review the acknowledgments and copies of documents signed and submitted electronically using my account and PIN to STEERS;
6. to report to the TCEQ STEERS help line, within twenty-four (24) hours of discovery, any evidence of discrepancy between an electronic document I have signed and what STEERS has received from me;
7. that in no event will the TCEQ be liable to me or my employer for any special, consequential, indirect or similar damages, including any lost profits or lost data arising out of the use or inability to use the software or of any data supplied therewith even if the TCEQ or anyone else has been advised of the possibility of such damages, or for any claim by any other party. The TCEQ disclaims all warranties, express or implied, including but not limited to implied warranties of merchantability and fitness for a particular purpose, with respect to the software and the accompanying written materials;
8. that data electronically signed using this Account shall also be considered to contain the following certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for knowingly submitting false information, including the possibility of fine and imprisonment.

9. that data in the work area that has not gone through the action of submittal (caused by pressing the submit button) is not considered to be submitted data. Even though the data resides on a TCEQ controlled computer, it is considered to be in draft form and will not be considered to meet any reporting requirements until I have taken action to submit the data. I certify that

Step 4 – Setting Your STEERS Password

Before you can use STEERS, you must create a password for your account. You will receive an email from steers@tceq.texas.gov. A verification key url is provided in the email and clicking on that link will take you to a page to set your STEERS account password.



Enter the same password twice for confirmation. You will also need to enter the answer to one of the five questions you picked earlier. Then, click Set Password.

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Questions or Comments >>

STEERS Login TCEQ Home

Set STEERS ER001602 Account Password

To set your account password, please enter the information below. All fields are required.

Enter New Password:

Confirm New Password:

Please answer the following security question: (3 incorrect answers will cause the account to be locked)

Who is your favorite actor, musician, or artist?

Password Requirements:
It must be between 8 and 20 characters long.
It must start with a letter.
It must contain at least one number.
It must contain letters and numbers only.
It is not case sensitive.
If this is not the first time you set your account password, it cannot match your previous password.

STEERS

If your password has been set successfully, a message will appear telling you so.

Account Password Set ID: ER001602

STEERS ER001602 Account Password Set Successfully

Your account password has been set. Please press the button below to go to the STEERS Login page.

Congratulations! You are now ready to begin working in STEERS. You may click on Login to go to the STEERS login page, or close your browser.